



City of Huntsville
1212 Avenue M
Huntsville, TX 77340

REQUEST FOR QUALIFICATIONS

Consultant

The City of Huntsville, Texas is seeking a consulting service to complete a thorough Transportation Investment Generating Economic Recovery (TIGER) Grant application and completing design up to 30%. Additional services may be requested up to project completion and grant close out. The purpose of this service will be to successfully apply for and receive the TIGER Grant. All customary steps and processes your firm uses for successful grant applications and awards will be required here.

The City of Huntsville has a dedicated grant department, Neighborhood Resources Department, with a successful grant award history. Your firm will be expected to work side by side with the City's Neighborhood Resources Department to ensure a successful TIGER Grant application. Should the City not be successful your firm may be requested to assist and/or submit future TIGER Grants or other State and Federal Grants for the City.

At a minimum, it is expected your firm's service will encompass:

- Thorough assessments of existing traffic conditions on two identified projects and be able to present recommendations on new arterial roads. The expectation is that your firm will completely understand the existing traffic flow, research areas for additional traffic paths and fully understand the future traffic (both pedestrian and vehicle) impact this award will have on the City of Huntsville for years to come.
- Thorough interviews with staff and citizens to determine what is and is not working with the current traffic flow. Be able to explain in detail how the recommended improvements will boost economic conditions, how this movement will assist with traffic congestion during weather emergencies and/or improve safety conditions for all citizens.
- Thorough detailed and written assessments that represent recommendations that reflect your firm's findings in the two previous points. Be able to articulate the findings to City Council, Citizens and/or City Staff.
- Thorough, detailed and thoughtfully submitted 2017 TIGER Grant Application.
- Produce reports, documents and conceptual layouts that are sufficient to advance the design process, and provide value to later stages of the project.

In short, the City does not perceive this to be a conventional consulting service. The selected firm will be the one who demonstrates a process utilizing a team approach that yields a clear understanding of the importance of how your firm will assist in gaining TIGER Grant and/or future unnamed grant funding.

Evaluation Criteria

Responses should include at a minimum the following:

A. Be able to exhibit successful experience with the Federal Grant application process. Exhibit experience and especially a past award of the TIGER Grant is highly sought after. To be considered there must a minimum of three previous awards for Federal Grants in the resume. Your firm must provide grant name, year awarded, grant amount, entity awarded and a brief comment on the positive impact of the award for the entity. 70 Points

B. A description of your best/favorite/most effective methodology used for this type of project. This must include a timeline which reflects key benchmarks with associated dates. 15 Points

C. A list of your firm's personnel, their qualifications and what their specific involvement will be with this project. Must include and name and qualifications of the lead consultant(s) assigned to this project. 10 Points

D. Signed RFQ to include all Federal, State and City forms attached. 5 Points

Proposal Format

Firms are requested to submit all responses in a sealed package and delivered to the City of Huntsville, City Secretary's Office, RFQ #17-04, 1212 Avenue M, Huntsville, TX 77340. To be considered all responses should be received by January 12, 2017 2:00 p.m. Central Standard Time. The responding firms are requested to submit one original signed RFQ packet and four additional copies of their packet. Page one (1) of the RFQ packet must list the firms name, firms address, contact person, contacts email and contact phone number. The City reserves the right to waive any irregularities or reject any and all responses. Additional required forms will be required prior to award.

- The responses are to be bound and to include tabs "A-D" (reference evaluation criteria above);
- Each section is to be written precise and direct - explain/narrate the requested items;
- Item A should include a table with headings, with responses in the appropriate columns;
- The entire response should not exceed 10 pages in length, not counting the signed RFQ packet which must be included.

Should your firm have any questions concerning this RFQ, please contact Billie F. Smith, she may be reached at bsmith@huntsvilletx.gov.

Additional Information:

Once the top ranked firm is determined, pricing will be negotiated. Prior to Notice to Proceed is issued the firm will need to sign a contract issued by the City. At any time should the top ranked firm be excused or contract terminated the City reserves the right to open discussions with the next ranked firm. This will continue until a firm is found that meets the needs of the City.

RFQ 17-04 Firm Name:_____

Signature

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7

Signature of vendor doing business with the governmental entity

Date

Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

(a) Order of providing preference. Recipients, contractors and subcontractors shall direct their efforts to award section 3 covered contracts, to the greatest extent feasible, to section 3 business concerns in the order of priority provided in paragraph (a) of this section.

(1) Public and Indian housing programs. In public and Indian housing programs, efforts shall be directed to award contracts to section 3 business concerns in the following order of priority:

- (i) Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the section 3 covered assistance is expended, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 1 businesses);
- (ii) Business concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the HA that is expending the section 3 covered assistance, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 2 businesses); or
- (iii) HUD Youth build programs being carried out in the metropolitan area (or nonmetropolitan county) in which the section 3 covered assistance is expended (category 3 businesses).
- (iv) Business concerns that are 51 percent or more owned by section 3 residents, or whose permanent, full-time workforce includes no less than 30 percent section 3 residents (category 4 businesses), or that subcontract in excess of 25 percent of the total amount of subcontracts to business concerns identified in paragraphs (a)(1)(i) and (a)(1)(ii) of this section.

(2) Housing and community development programs. In housing and community development programs, priority consideration shall be given, where feasible, to:

- (i) Section 3 business concerns that provide economic opportunities for Section 3 residents in the service area or neighborhood in which the section 3 covered project is located (category 1 businesses); and
- (ii) Applicants (as this term is defined in 42 U.S.C. 12899) selected to carry out HUD Youthbuild programs (category 2 businesses);
- (iii) Other section 3 business concerns.

(b) Eligibility for preference. A business concern seeking to qualify for a section 3 contracting preference shall certify or submit evidence, if requested, that the business concern is a section 3 business concern as defined in §135.5.

(c) Ability to complete contract. A section 3 business concern seeking a contract or a subcontract shall submit evidence to the recipient, contractor, or subcontractor (as applicable), if requested, sufficient to demonstrate to the satisfaction of the party awarding the contract that the business concern is responsible and has the ability to perform successfully under the terms and conditions of the proposed contract. (The ability to perform successfully under the terms and conditions of the proposed contract is required of all contractors and subcontractors subject to the procurement standards of 24 CFR 85.36 (see 24 CFR 85.36(b)(8)).) This regulation requires consideration of, among other factors, the potential contractor's record in complying with public policy requirements. Section 3 compliance is a matter properly considered as part of this determination.

This form is a required submission with all bid documents

Section 3 is a policy mandated by the United States Congress. It refers to the third section of the Housing Act of 1968, as amended by section 915 of the Housing and Community Development Act of 1992. The purpose of section 3 is to “ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.” (Also see your HUD General Contract Conditions HUD-5370-EZ section 13. a-f)

Please complete the form below, and check all that apply:

Project: _____

_____ I am a Section 3 business concern

_____ I am not a section 3 business concern

_____ There are no positions in my company at this time, and I will not need to hire any additional employees to complete the above mentioned project.

_____ I am currently hiring for a position in my company and/or I will need to hire additional employees to complete the above mentioned project.

Company Name: _____

Address: _____

Title: _____

Signature: _____ Date _____

Section 3 Business Certification - to be completed by the business claiming Section 3 business status

All contract and subcontracts awarded on Section 3 covered projects must be reported in aggregate on the Section 3 Summary Report. For all businesses reported as being Section 3 businesses, documentation of their status must be retained in the project files. NCHFA considers this form adequate documentation of Section 3 status.

Projects funded with more than \$200,000 in HUD funds are “Section 3 covered projects”. Recipients on these projects, and any contractors or subcontractors with which they contract for more than \$100,000 on these projects, are required to report on all contracts they make both with Section 3 business concerns and with businesses that are not Section 3 business concerns.

This form is a tool to determine and document the Section 3 business status. Documentation of the status of Section 3 Businesses should be retained in the project files.

Business being certified

Company: _____

Address: _____

Project information

Project Name: _____

Project Address: _____

Section 3 determination

Is your business owned (51% or more) by individuals whose household incomes are NO GREATER THAN 80% of Area Median Income (AMI)? Please reference

<http://www.nchfa.com/Forms/IncomeLmts/Median30-80Percent.pdf> to determine if employee is less than 80% of the current area median income.

() Yes () No

Do 30% (or more) of your full time, permanent employees have household incomes that are NO GREATER THAN 80% of Area Median Income (AMI), or within three years of the date of first employment with the business concern were Section 3 residents?

() Yes () No

Will you subcontract more than 25% of this contract with a qualified business that is either 51% owned by Section 3 residents or 30% or more of its employees are Section 3 residents?

() Yes () No

If any of the questions above are marked "yes", the business qualifies as a Section 3 business.

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature: _____

Print Name: _____ Date: _____

Anti-Kickback Affidavit

I the undersigned hereby duly sworn, depose and say that no portion of the sum herein proposals will be paid to any employees of the City of Huntsville or City Council member as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by and officer of the corporation which I am employed or in anyway affiliated with.

Signature: _____

Printed Name: _____

Date: _____

Subscribed and sworn to me this _____ day of _____.

By: _____

Notary Public

My commission expires _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Firm

Name: _____

Street address:

City, State, Zip:

Signature and

date: _____

Printed

Name: _____

Title:
